

Request for Applications (RFA) Entitled “Support for OPPT’s Sustainable Futures Pilot Project”

I. Funding Opportunity Description

The U.S. Environmental Protection Agency, Office of Prevention, Pesticides, and Toxic Substances, Office of Pollution Prevention and Toxics, Risk Assessment Division is funding this opportunity. The purpose of this Request for Applications is to seek support, in the form of a Cooperative Agreement, for the Agency’s efforts to provide training to stakeholders (chemical manufacturers and formulators, State and Local governments, trade associations, non-profit organizations, citizens groups, and the general public) in the use and applicability of the Pollution Prevention (P2) Framework and PBT Profiler screening models and to help implement the Sustainable Futures Pilot Project. The Sustainable Futures Pilot Project encourages the application of pollution prevention principles during Research and Development (R&D), and the development of inherently low hazard new chemicals submitted as premanufacture notices (PMNs) under section 5 of the Toxic Substances Control Act (TSCA). The Agency also seeks to gain additional data and experience regarding the pollution prevention, risk reduction, and source reduction benefits of the use of hazard, exposure, and risk screening methodologies such as EPA’s P2 Framework in new product development efforts.

The Federal government, in the form of EPA OPPT, will be involved in several aspects. The Agency will provide training, where needed, to the recipient in highly technical and specialized applications of the P2 Framework and PBT Profiler screening models. The Agency will provide software, training manuals and other training materials for use by recipient. As the P2 Framework and PBT Profiler are enhanced over time, the Agency will make the recipient aware of these enhancements and offer additional training to the recipient as necessary. The Agency may participate with recipient in structuring case studies in the application of the P2 Framework and PBT Profiler toward risk reduction outcomes, among other areas.

The full text of the announcement for this funding opportunity can be obtained on the OPPT New Chemicals web site (<http://www.epa.gov/opptintr/newchems/sustainablefutures.htm>), or the Federal Grants Opportunities (FedGrants) web site (<http://www.fedgrants.gov/Applicants/index.html>).

The Sustainable Futures Pilot Project is discussed in a Federal Register notice published on December 11, 2002. A copy of the FR notice and additional information on the Sustainable Futures Pilot Project are available on the OPPT New Chemicals web site (<http://www.epa.gov/opptintr/newchems/sustainablefutures.htm>). Information on the PBT Profiler is available at <http://www.epa.gov/oppt/p2framework/docs/profile.htm>. The PBT Profiler screening model is available at www.pbtprofiler.net.

II. Award Information

The estimated total program funding is \$750,000. The period of performance is from 07/28/2004 to 12/31/2008. The Catalog of Federal Domestic Assistance (CFDA) Number is 66.708 (Pollution Prevention Grants Program).

III. Eligibility Information

A. Eligible Applicants include the 50 States, the District of Columbia, the U.S. Virgin Islands, the Commonwealth of Puerto Rico, and territory or possession of the United States, any agency or instrumentality of a State including State universities, and all Federally recognized Native American tribes. State applicants are encouraged to establish partnerships with business and other environmental assistance providers to deliver seamless pollution prevention assistance.

B. Cost Sharing or Matching Requirements. There is no cost sharing or matching required.

C. Other Factors to be Considered. EPA will consider the regional location of applicants, in order to ensure that the Great Lakes Region of the United States is well represented.

IV. Application and Submission Information

A. Address to Request Application Package and Information. Forms may be obtained electronically at <http://www.epa.gov/ogd/AppKit/application.htm>, or by contacting Maggie Wilson preferably by email at wilson.maggie@epa.gov or by phone at 202-564-8924.

B. Content and Form of Complete Applications. Federal forms that should be included in the complete application are:

- (1) Application for Federal assistance OMB form 424;
- (2) Budget information form 424A;
- (3) Construction assurances form 424B;
- (4) Certification regarding debarment, etc. form 5700-49;
- (5) Certification regarding lobbying (does not have a form number); and
- (6) EPA Civil Rights form 4700-4.

Applicants are encouraged to submit letters of intent at least a week before complete applications are submitted. Submission of a Letter of Intent is NOT required. Letters of intent and complete applications should be submitted electronically to Maggie Wilson wilson.maggie@epa.gov, phone 202-564-8924.

C. Pre-Application Assistance. Requests for forms, examples of currently funded cooperative agreements, or other pre-application assistance or information should be made to Maggie Wilson wilson.maggie@epa.gov, phone 202-564-8924.

D. Activities to be Funded include the four tasks listed below. Complete applications should describe how each task will be implemented both nationally and regionally. Activities to be funded include:

- (1) Reach out to stakeholders (chemical manufacturers and formulators, State and Local governments, trade associations, non-profit organizations, citizens groups, and the general public), to make them aware of the Sustainable Futures Pilot Project and the risk screening capabilities of the P2 Framework and PBT Profiler;
- (2) Provide training and technical assistance to stakeholders in the use, applicability, and limitations of the P2 Framework and PBT Profiler; and
- (3) Help develop case studies in the application of the P2 Framework and PBT Profiler.

E. Submission Date. Applications are due **June 30, 2004**. All submitters should supply a complete application responsive to the pass/fail criterion as well as the complete evaluation criteria presented in section V. Application Review Information, A. Criteria of this announcement. Applications may be submitted in electronic form, by U.S. Postal Service, private shippers (FedEx or UPS), courier, or hand delivery, as described below. Applications must be date stamped by courier service or postmarked by the U.S. Postal Service by midnight EDT (Eastern Daylight Time), **June 30, 2004**.

a. *Electronically.* Send your complete application by e-mail to: wilson.maggie@epa.gov. If you submit an complete application electronically, include your name, mailing address, an e-mail address and phone number. Also include this contact information on the outside of any disk or CD you submit, and in any cover letter accompanying the disk or CD. This ensures that you can be identified as the submitter of the complete application and allows EPA to contact you in case EPA cannot read your complete application due to technical difficulties or needs further information.

b. *By mail.* Send your complete application to: Maggie Wilson, U.S. Environmental Protection Agency, Office of Pollution Prevention and Toxics, Mail Code 7403M, 1200 Pennsylvania Ave. NW, Washington, DC 20460-0001.

c. *By hand delivery or courier.* Deliver your complete application to: Maggie Wilson, USEPA-East, Room 6308E, 1201 Constitution Ave. NW, Washington, DC 20004.

F. Intergovernmental Review. This program is eligible for coverage under E.O. 12372 "Intergovernmental Review of Federal Programs" (and the review requirements of Section 204 of the Demonstration Cities and Metropolitan Development Act). An applicant should consult the Office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. The single point of contact must notify in writing, within 30 days of the Federal Register Notice announcing availability of funds, the Grants Administration Division of the Environmental Protection Agency whether their State's official E.O. 12372 process will review applications in this program.

G. Funding Restrictions. The proposed project will conform to all applicable regulations and cost principles, and other administrative requirements. EPA funds may only be used for the purposes set forth in the award, and shall not include any element of construction. Grant funds may not be used for matching funds for other Federal grants or lobbying. All costs identified in the budget must conform to the applicable Federal Cost Principles contained in OMB Circular A-21, A-87, and A-122. Circulars are available at http://www.whitehouse.gov/omb/grants/grants_circulars.html.

H. Other Submission Requirements. Applicants should clearly mark information they consider confidential. EPA will make final confidentiality decisions in accordance with Agency regulations at 40 CFR Part 2, subpart B.

V. Application Review Information

A. Criteria.

PASS / FAIL CRITERION: The recipient must have experience in chemical risk screening.

In addition to the Pass / Fail criterion listed above, the successful applicant will describe their knowledge of and experience in the following areas:

CHEMISTRY – Organic and inorganic chemistry, chemical risk screening

RISK ASSESSMENT – Risk assessment concepts

TOXICOLOGY – Human health toxicology, Environmental toxicology

COMPUTATIONAL TOXICOLOGY – Structure Activity Relationships (SARs) and Quantitative Structure Activity Relationships (QSARs), computer modeling applications

OUTREACH / TRAINING / COMMUNICATION – Development of outreach and training efforts and supporting materials for group workshops and one-on-one technical assistance, as well as development and publication of case studies of successful applications

BUSINESS ADMINISTRATION – Impact(s) of technology developments and decisions on business plans, product design/production, and compliance with environmental statutes and regulations, for large and small businesses

EVALUATION CRITERIA that will be applied to the review of complete applications and the relative importance of each criterion are described below. A review of completed applications based on evaluation criteria described here will result in the selection of the successful applicant.

Criteria for selecting a complete application. Listed below are six criteria used to evaluate complete applications. Complete applications may receive up to 100 points maximum, or 120 points maximum if the 20 bonus points are awarded (see “*Other factors*” at the end of this section describing evaluation criteria).

i. Project description and justification. The complete application presents a clear description of the issues which will be addressed regarding outreach and training to stakeholders (chemical manufacturers and formulators, State and Local governments, trade associations, non-profit organizations, citizens groups, and the general public) in the use and application of the P2 Framework and PBT Profiler screening models and in the implementation of the Sustainable Futures Pilot Project. Justification is provided for the tasks. 15 points.

ii. Project objectives. The complete application specifies realistic tasks and objectives relating to the P2 Framework, PBT Profiler and Sustainable Futures Pilot Project to address the issues identified in the complete application. 15 points.

iii. Project strategy. The complete application includes a well-conceived strategy to address the tasks and objectives relating to P2 Framework and PBT Profiler training and the implementation of the Sustainable Futures Pilot Project, including efforts to ensure entities in and around the Great Lakes are well represented in the Sustainable Futures Pilot Project, and including a proposed schedule for execution of the objectives associated with each task. 20 points.

iv. Project management. The complete application identifies and describes qualifications of key personnel. Senior management within the applicant organization and other participating organizations are committed to the tasks and will monitor progress. 15 points.

v. Identified measures for project. The complete application contains clear measures of success. Complete applications identify criteria used to track the effectiveness of each proposed task and include the specific format for reporting measures. 20 points.

vi. Budget. The complete application includes a budget indicating the funding requested. The description demonstrates effective and judicious use of Federal funds. 15 points.

Other factors. The Agency wants to ensure that stakeholders (chemical manufacturers and formulators, State and Local governments, trade associations, non-profit organizations, citizens groups, and the general public) in and around the Great Lakes are well represented as it relates to those participating in the Sustainable Futures Pilot Project. As a result, the degree to which complete applications reflect knowledge of and demonstrated contacts or affiliations with State environmental and regulatory agencies and authorities, private sector trade associations, citizens groups, and other groups in and around the Great Lakes will be considered in making award decisions. These complete applications will receive a 20-point bonus over and above the 100 points available described above.

B. Review and Selection Process. A panel comprised of senior EPA representatives from the EPA Headquarters OPPT Risk Assessment Division will evaluate each complete application received. EPA will review all complete applications for quality, strength and completeness against the criteria described above. The review of completed applications based on evaluation criteria described above will result in the selection of the successful applicant. The Agency reserves the right to reject all complete applications and make no award.

C. Anticipated Announcement and Award Dates. Anticipated announcement date of recipient of the Cooperative Agreement is **July 14, 2004** and anticipated award date is **July 28, 2004**. Announcement of the successful applicant will be posted on the OPPT New Chemicals web site (<http://www.epa.gov/opptintr/newchemicals/sustainablefutures.html>). Notification to unsuccessful applicants will be sent by e-mail and regular mail by July 14, 2004.

D. Disputes Resolution Procedures. Any dispute will be resolved by following the process in accordance with 40 CFR 30.63 and Part 31, subpart F.

VI. Award Administration Information

A. Award Notices. EPA will award the cooperative agreement to the successful applicant by **July 28, 2004**. Notice of award supplied by the EPA Grants Administration Division (GAD) is the authorizing document to begin performance.

B. Administration and National Policy Requirements. Periodic audits should be made as part of the recipient's system of financial management and internal control to meet terms and conditions of assistance agreements in accordance with Federal laws and regulations governing the programs in which they participate. For States, Local Governments, and Nonprofit Organizations receiving more than \$300,000 in financial assistance see OMB Circular A-133 entitled "Audits of States, Local Governments, and Non-Profit Organizations" available at http://www.whitehouse.gov/omb/grants/grants_circulars.html.

Financial records, including documents to support entries on accounting records to substantiate charges to each assistance agreement, must be kept available to personnel authorized to examine EPA assistance agreement accounts. All records must be maintained for three (3) years from the date of submission of the annual financial status report. If questions still remain, such as those raised as a result of an audit, related records should be retained until the matter is completely resolved.

C. Reporting. The recipient, along with the Agency Contact, or designated EPA senior scientist, will develop a process for jointly evaluating and reporting progress under the Cooperative Agreement, and the recipient will report activity measures twice a year.

VII. Agency Contact

Maggie Wilson, EPA OPPT, Phone: 202-564-8924, wilson.maggie@epa.gov.

VIII. Other Information

A. Web Sites

OPPT New Chemicals web site <http://www.epa.gov/opptintr/newchemicals/>
Sustainable Futures Pilot Project <http://www.epa.gov/opptintr/newchemicals/sustainablefutures.htm>
P2 Framework www.epa.gov/oppt/p2framework
PBT Profiler www.pbtprofiler.net
Grants and Debarment <http://www.epa.gov/ogd/index.htm>
Grant Application Forms <http://www.epa.gov/ogd/AppKit/application.htm>
OMB Grants Management Circulars http://www.whitehouse.gov/omb/grants/grants_circulars.html
Federal Register (FR) online <http://www.gpoaccess.gov/fr/>
Code of Federal Regulations (CFR) online <http://www.gpoaccess.gov/cfr/index.html>